



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD
FORT BELVOIR, VA 22060-5527

AMCPE-EO

05-28-AMCPE-EO

22 May 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter – Consideration of Others (C02) Program Policy

1. The effectiveness of an organization's staff is largely dependent upon the interactions and the relationships of its individual members. The C02 Program is a tool to assist Commanders in assessing the needs of their units and systematically improving their organizational climate. It is the policy of this Command to instill in all personnel the importance of C02 as a vehicle for creating, maintaining and sustaining an environment of respect and dignity.
2. While the AMC Equal Opportunity Office is the proponent for implementing the C02 Program within AMC, it is a Commander's program that includes all assigned military and civilian personnel. The centerpiece of C02 is education, proactive and preventative, ideally conducted in small group (15-25 personnel) sessions. All military and civilian personnel will attend annual training to be conducted as appropriate per G-Staff/Separate Office mission but not later than 15 September of each year. MSC Commanders and HQ, AMC G-Staffs/Separate Offices may increase the frequency of C02 sessions as needed. Training accomplishments will be briefed during the semi-annual training brief that follows the 4th QTR reporting period.
3. The success of this program depends on leadership commitment at all levels. Through proper support and use of C02, Commanders can positively influence AMC's combat readiness and the human relations climate of individual Commands, directorates, and offices.
4. Respect your coworkers, celebrate diversity, encourage unity, and practice caring. It is the AMC way!

//Signed//
BENJAMIN S. GRIFFIN
General, USA
Commanding

DISTRIBUTION:

B
H